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Tender

## **Fulfilment Services**

General Medical Council (GMC)

F02: Contract notice

Notice identifier: 2023/S 000-003319

Procurement identifier (OCID): ocds-h6vhtk-03a280

Published 2 February 2023, 4:15pm

## **Section I: Contracting authority**

### **I.1) Name and addresses**

General Medical Council (GMC)

3 Hardman Street

Manchester

M3 3AW

#### **Contact**

Christine Jack

#### **Email**

[gmctenders@gmc-uk.org](mailto:gmctenders@gmc-uk.org)

#### **Telephone**

+44 1619236340

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://www.gmc-uk.org>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA19541](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA19541)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.mytenders.co.uk](http://www.mytenders.co.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.mytenders.co.uk](http://www.mytenders.co.uk)

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Medical Regulator

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Fulfilment Services

Reference number

GMC1645

#### **II.1.2) Main CPV code**

- 79571000 - Mailing services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The GMC has a daily requirement to generate and despatch documents relating to the registration of doctors. This includes the generation of over 90 types of document which are generated on 3 types of paper stock, some document types having an associated set of enclosures.

The volume of documents despatched annually ranges between 150,000 and 250,000. On average, up to 800 documents are despatched per day, though there are several peaks throughout the year which also need to be accommodated. The peak requirement is to generate and despatch up to 50,000 documents in a given day. In addition to the physical generation of the documents, a proportion of the required documents should be returned to the GMC in electronic / digital format.

The GMC cannot commit to volumes indicated and continue to innovate through other existing channels. In addition, the GMC has an ongoing ad-hoc campaign mailing requirement.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79571000 - Mailing services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

The GMC has a daily requirement to generate and despatch documents relating to the registration of doctors. This includes the generation of over 90 types of document which are generated on 3 types of paper stock, some document types having an associated set of enclosures.

The volume of documents despatched annually ranges between 150,000 and 250,000. On average, up to 800 documents are despatched per day, though there are several peaks throughout the year which also need to be accommodated. The peak requirement is to generate and despatch up to 50,000 documents in a given day. In addition to the physical generation of the documents, a proportion of the required documents should be returned to the GMC in electronic / digital format.

The GMC cannot commit to volumes indicated and continue to innovate through other existing channels. In addition, the GMC has an ongoing ad-hoc campaign mailing requirement.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Option to extend by 4 additional periods of 1 year.

### **II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

6 March 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

6 March 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=228639](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=228639).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:228639)

Download the ESPD document here:

[[[https://www.mytenders.co.uk/ESPD/ESPD\\_Download.aspx?id=228639](https://www.mytenders.co.uk/ESPD/ESPD_Download.aspx?id=228639)]]

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>